

Instructional Council Minutes

November 9th, 2012

The Dalles Campus, Information Commons, 10:00 a.m. - 1:00 p.m.

Standing Committee Minutes are located on Department Chair Moodle Site

Moodle Link <http://cgccmoodle.com/moodle/course/category.php?id=7>

Short Announcements:

In Attendance: John Copp, John Evans, Brian Greene, Doris Jepson, Mary Kramer, Diana Lee-Greene, Lynn Lewis, Brook Maurer, Richard Parker, Dan Ropek, Tim Schell

Review Minutes - Dan Ropek motioned to approve the minutes and John Copp seconded the motion. Motion passed unanimously.

Guest(s): Information Technology Team (Richard Jepson, IT Spokesperson), Paula Ascher and Susan Lewis, Ex-Officio Members

Facilitator - Brian Greene

Reminders: Course Assessment Winter and Spring Cohort schedules due to Jensi Smith by Nov. 15th, 2012. Faculty names are needed for Winter and Spring 2013 by Nov. 16th. Send information to Jensi S. and copy Brian G.

Note: The Instructor of Record does course assessment evaluations once a year. Currently, 45 are being done this fall.

TOPIC	DISCUSSION	ACTION
1) Review/Revise Full-time Instructor Needs (Brian G.) Additional feedback suggest ESOL may not be a tier 1 priority, whereas Development Ed has been suggested for consideration.	1) Brian G. and Lynn L. proposed replacing a full-time (FT) instructor with a Developmental Ed instructor as a tier 1 priority. Development Ed enrollment is growing especially in RD 90 and WR 90. Lynn L. noted the state has cut funding for ESOL and enrollment is dwindling which means less workload. DCs agreed that we need to ask for what we need. It was noted that one of the fastest growing populations is the Hispanic population and one of our goals in Instructional Services is to increase our focus on providing better academic support to our Spanish/Latino population. Brook M. noted having a Developmental Ed FT faculty	

	<p>member might eventually lead to Developmental Ed becoming a department which she feels needs to happen. Consensus: Keep ESOL in tier 1 but add Dev. Ed for a total of 5 positions (WR, MTH, ESOL, Dev. Ed, CAS/OS).</p>	
<p>2) Hispanic Success Rates and Strategies (Dan R. and Tim S.) It appears that the Hispanic students have lower success rates with upper level classes. What can we do to address this?</p>	<p>2) It was noted that we're seeing an increase of Hispanic students struggling academically. The language barrier is the biggest challenge. Other challenges are vocabulary and basic reading and writing skills. Solutions? First, do a survey of faculty regarding Hispanic students and their success rate. Have Kristen Chatfield look into what the options are - data should be available through the federal financial aid forms. Susan L. said it's an endemic issue and students need to start with reading and writing to create a success ladder. Brook M. sees it as an advising issue. Dan R. suggested requiring Hispanic students to register for ALC 51 (English Skills Lab). Tim S. suggested mandatory tutoring ~ could reinforce what they learned in a previous class. Tim noted that students in the Learning Communities (LC) class have been absorbing information more quickly. Open enrollment for all students created a problem for this term's LC class. Tim and Kaylene Herman will readdress LC problems in the spring and consider doing an LC class in The Dalles Winter 2014. Dan R. will schedule a meeting with a committee to research this issue. Committee members are: Diana Bailey, Abraham Martinez, Loren Mason-Gere, Diane Lee-Greene, Lynn Lewis, and Dan Ropek.</p>	
<p>3) Review Faculty Evaluation and Appointments Process (Brian G.) How should we handle the evaluation process for faculty teaching in different disciplines or departments? Are the reminders (appointments and Moodle) in place and working?</p>	<p>3) Brian G. noted that part of the evaluation process has been a tracking issue. The appointments worked but the content didn't work. Jensi S. will send an email to all DCs with the evaluation schedule for their instructors. A more formal process for instructors who teach in multiple areas is needed. John C. suggested creating a separate list of multi-teaching instructors. Points made: as long as an instructor meets all the steps (informal and formal evaluations), it shouldn't be a problem. DCs should have the right to evaluate anyone they want in their department. It's important to <i>not assume</i> that because an instructor has been evaluated in one area that it means they are doing well in other areas. Consensus: For instructors teaching multiple classes, the Department Chairs involved will meet and decide on who will</p>	

<p>4) Department Chair Job Description and IC Charter (Brian G.) Review to see if revision is needed. Clarify term limits and elections.</p> <p>5) Agenda Building/Work Plan for the Year (Brian G.) What topics (specific or general) do we need to address?</p> <p>6) CGCC Instructor Qualifications - changes to PCC document (Brian G.)</p> <p>7) Faculty Responsibilities Subcommittee Update (Dan R. and</p>	<p>lead the evaluation process.</p> <p>Deadline Dates: Deadline dates will be posted in Moodle and include 4th and 8th week evaluation deadlines, schedule timeline due dates, and any other dates listed in the faculty contract.</p> <p>4) Brian G. noted there are currently no term limits for IC members. Job description - send any comments/feedback/suggestions to Brian G. by Nov. 30th. Char will compile and bring back to Dec. IC meeting. Char will look for original IC Charter that addresses term limits and membership and bring to Dec. meeting. DCs will discuss setting term limits and address membership in terms of how members get added and/or removed from IC.</p> <p>5) Brian G. would like IC to start embracing some themes and not just logistical issues over the next six months (i.e. the Hispanic population, capstones for all programs, looking at degrees holistically). We could read things in common before meetings and bring in presenters. We need to look at initiatives going on at CGCC. Richard P. said we need a collegial structure for departments that somewhat shadows PCC's department hierarchy. A joint meeting of the Academic Standards Committee and the Curriculum Committee will be held on Tues., Dec. 4th to review/clarify their roles in areas that overlap or require feedback from both committees (i.e. experimental classes, etc.). Consensus: DCs agreed to move forward on the themes approach. Brian G. will work on some theme ideas to share with DCs at next meeting. Brian's goal is to get the draft IC agenda out a week prior to the next IC meeting.</p> <p>6) DCs need to confirm changes to the CGCC Instructor Qualifications document and send any changes to Char ASAP. All DCs need to sign off on changes. Char will have polished final version to bring to Dec. 14th meeting.</p> <p>7) Richard P. distributed a copy of the definition of "good standing" for part-time faculty. John C. said it needs to be reviewed by the</p>	
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<p>Richard P.)</p> <p>8) Course Review Task Force Update (Diana L-Greene, John E. & Brook Maurer)</p> <p>9) Program Assessment Plans - due Nov. 1st (Susan L.)</p> <p>10) Accreditation Update and Feedback (Brian G.)</p>	<p>labor-management committee. Suggestions for improvement: identify sources for where language came from, quantify some of the information for consistency and timeliness, define/specify the definition in the Academic Policies and Procedures (too vague), include examples of what it means, determine what puts an instructor back in good standing. Brian G said we need to further define what good standing means. The committee will readdress the agreement regarding FT and PT distinctions, FT faculty and office hours, creating a relationship/interaction between students and faculty, define what office hours mean). Dan R. and Richard P. will give another update at the December meeting.</p> <p>8) The Course Review Task Force recommended (upon independent accreditation) all courses must be initially approved by the Curriculum Committee to be completed over three years, 2013-2016 with scheduling to be determined by the department in collaboration with the Curriculum Office. A draft three-year schedule of classes for each department's initial course review is due to the Curriculum Office no later than February 5, 2013.</p> <p>9) Susan L. said she has all DC's plans with one exception but is concerned that the plans look "thin" with a large number of deletions and few additions. New instructors? All faculty need to go through the process. It's not fair to just rollover a course with a new instructor based on a previous instructor's responses. A system needs to be in place. Dan R. noted whenever there's a new hire, we'll need to go through this process each year (i.e. fall in-service). DC's should inform new instructors that no one should pass a course that doesn't include the outcomes.</p> <p>10) Brian G. said there' been a lot of writing and editing of the self-study going on. Drafts are ready to go on sections 2B and 2C which deal with sufficient qualified faculty. The team worked on a historical recap and they are currently in refining mode looking for gaps and things they might have missed.</p>	
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11) Technology Needs - Opportunity to provide input on our tech needs

11)Richard Jepson from the IT department, is the "go to" person for faculty tech needs. Richard said if we know what your needs/issues/problems are, we will try to resolve them. Use the Helpbox system (x. 7000) or call Richard at x. 6096 and he can walk you through the helpbox process. Call back a second time if you don't get help the first time or call Cindy Crampton at x. 6091. Diana L-Greene said it would be helpful to know when IT changes (i.e. moving to Win 7) are happening. Bill B. said they will send notices about changes via email a month in advance regarding computer updates. Richard J. will be available in Hood River every week for half days on Tuesdays or Wednesdays. Kris Langdon from IT will start doing faculty computer updates in the near future. Some IT requests: Faculty should let IT know when they are doing updates. Don't save to the "C" drive - use your personal "Q" drive. Don't duplicate files, remove outdated and duplicate files on a regular basis. Some simple maintenance tips: defrag your hard drive and use "C" cleaner program (on network) which helps keep your computer running optimally. IT will send an email to faculty with "C" cleaner instructions. Use the help button (help circle with a ?) on the desktop to provide answers. Close down your computer before you leave at night. On GroupWise emails - organize all emails by year into a folder. Bill B. noted that we have a great archive recovery system so if you lose some important emails, just call x. 6091 for help.

Meeting adjourned.

Next IC Meeting: Friday, Dec. 14th, 2012 at the Hood River Campus, Information Commons, 10am-1pm